

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service

### Authorized Federal Supply Schedule Price List



On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage!<sup>™</sup>, a menu-driven data base system.  
The INTERNET address for GSA Advantage!<sup>™</sup> is [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

### ADVERTISING AND INTEGRATED MARKETING SOLUTIONS (AIMS)

**SIN 541-1000 OTHER DIRECT COSTS**

**SIN 541-4D CONFERENCE, EVENTS AND TRADE SHOWS**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [www.fss.gsa.gov](http://www.fss.gsa.gov).



### **CMP Meeting Services**

Meetings, Incentives, Conferences and Special Events  
Dallas • Greensboro • Chicago • Raleigh • Tucson • Jacksonville • Washington DC • Toronto

**CMP MEETING SERVICES**  
3505 VERNON WOODS DR.  
SUMMERFIELD, NC 27358-8953  
Phone: 336.644.1888  
Fax: 336.644.6205  
[csmith@cmpmeetings.com](mailto:csmith@cmpmeetings.com)  
<http://www.cmpmeetings.com>

Contract Number: ***GS-23F-0164M***

DUNS Number: **135395783**

Socio Economic: **Small business**  
**SBA Certified Small Disadvantaged business**  
**Women Owned business**

Period Covered by Contract: **April 19, 2002 to March 31, 2012**

**8(a) Certified – June 2005**

Products and ordering information in this Authorized FSS Training Aids & Devices, Instructor-Led Training; Course Development; Test Administration Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage!

by accessing the Federal Supply Service's Home Page via the Internet at

<http://www.fss.gsa.gov> .



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### **CMP Meeting Services**

Meetings, Incentives, Conferences and Special Events

Dallas • Greensboro • Chicago • Raleigh • Tucson • Jacksonville • Washington DC • Toronto

## CUSTOMER INFORMATION

- 1a. Table of awarded special item number(s), SINS.  
**SIN 541-1000 OTHER DIRECT COSTS**  
**SIN 541-4D CONFERENCE, EVENTS AND TRADE SHOWS**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

SERVICE PROPOSED (e.g. Job Title/Task)	UNIT OF ISSUE (e.g. Hour, Task, Sq ft)	PRICE OFFERED TO GSA (including IFF) 2008 rates	PRICE OFFERED TO GSA (including IFF) 2009 rates	PRICE OFFERED TO GSA (including IFF) 2010 rates	PRICE OFFERED TO GSA (including IFF) 2011 rates	PRICE OFFERED TO GSA (including IFF) 2012 rates
<i>Managing Director</i>	<i>Hourly</i>	<b>\$141.30</b>	<b>\$146.24</b>	<b>\$151.36</b>	<b>\$156.67</b>	<b>\$162.15</b>
<i>Program Director</i>	<i>Hourly</i>	<b>\$93.70</b>	<b>\$96.98</b>	<b>\$100.38</b>	<b>\$103.89</b>	<b>\$107.53</b>
<i>Program Manager</i>	<i>Hourly</i>	<b>\$83.57</b>	<b>\$86.49</b>	<b>\$89.52</b>	<b>\$92.65</b>	<b>\$95.89</b>
<i>Technical Director</i>	<i>Hourly</i>	<b>\$93.70</b>	<b>\$96.98</b>	<b>\$100.38</b>	<b>\$103.89</b>	<b>\$107.53</b>
<i>Meeting Coordinator</i>	<i>Hourly</i>	<b>\$53.57</b>	<b>\$55.45</b>	<b>\$57.38</b>	<b>\$59.40</b>	<b>\$61.48</b>
<i>Registration Center Manager</i>	<i>Hourly</i>	<b>\$26.78</b>	<b>\$27.72</b>	<b>\$28.68</b>	<b>\$29.69</b>	<b>\$30.73</b>

LABOR CATEGORY	DESCRIPTION	EXPERIENCE REQ
<b>Managing Director</b>	Managing Director will provide expertise and guidance for programs under the Program Director/Managers' direction. The Managing Director serves as the industry expert and will offer direction on all programs under their assignment. They will oversee the overall successful execution of the conferences and manage any contractual matters between CMP and the government agency. The Managing Director will be widely recognized as an expert in the conference and trade show industry as a result of certification, authoring, and be actively involved in the furthering of the industry through involvement in one or more influential organizations in the hospitality industry and involved in education for the hospitality industry. This involvement will facilitate this person(s) being well versed in current issues, challenges, trends, or requirements for government meetings in the current conference/meeting environment.	This position requires a minimum of 15 years of experience in the meeting planning industry.
<b>Program Director</b>	Responsible for managing and overseeing work performance on one or more projects. Holds primary responsibility for planning, managing, and overseeing work efforts of project team personnel, determining and monitoring project schedules and budgets, and/or ensuring compliance with all contract and project requirements and quality standards. Serves as primary interface with customer. Demonstrates skills in the scope of work	Minimum ten (10) plus years of experience is required in a technically related function. B.S./B.A. in business, public relations, marketing or related discipline or equivalent experience and expertise. Industry certifications of CMP, CGC, or CGMP. Demonstrated commit to

	encompassed by the project, provides technical guidance to the project team in performance of the work, and provides quality review of all work products.	meeting planning industry via involvement in associations and education endeavors, publication in industry trade materials.
<b>Technical Director</b>  Including the following specialties:  Audio Visual Technical director  Website Technical Director  Graphic Technical Director - Writer/Editor	Provides direct support to consultants and other personnel engaged in consulting activities. Must have two years experience in related fields (audio visual service, website development or composing and producing technical documentation with specialized experience. Must demonstrate the ability to work independently or under minimal direction from others. Must have proven abilities in client and program support functions.	Minimum five (5) years of experience with one (1) year experience in related field of audio visual, website development or writer/editor.  B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).
<b>Program Manager</b>	Responsible for providing management oversight and planning of pre, on-site, and post meeting /conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.	Minimum three (5) years of applicable experience which includes at least one (1) year of meeting/conference /exhibit experience and one (1) year of supervisory or management experience. B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)
<b>Meeting Coordinator</b>	Acts as support personnel for meeting activities. Duties may include such activities as: preparing and shipping event materials; on site assistance at events; processing registrations, preparing letters of confirmation; developing charts and tables; preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; setting up conference meeting rooms; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance.	Minimum one (1) year of applicable experience. A.A./A.S. degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)
<b>Registration Center Manager</b>	Acts as support personnel for meeting activities. Duties may include such activities as: management of database, processing of registrations, and contact with participants regarding conference details and any related issues. Preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance. Preparation of financial documentation for all conference related revenues and expenses.  Acts as support personnel for meeting activities. Provides travel coordination to meeting attendees. Contacts Traveler, makes travel arrangements, issues ternary, processes travel requests and reimbursements.	Minimum one (1) year of applicable experience.  A.A./A.S. degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum order.  
\$1,000,000
3. Minimum order.  
\$100
4. Geographic coverage (delivery area). United States, Canada, International Destinations
5. Point(s) of production: Any City in USA.
6. Discount from list prices or statement of net price.
7. Quantity discounts.
 

\$100,000 - \$250,000	1%
\$250,000 - \$999,999	2%
\$1,000,000 and above	2.5%
8. Prompt payment terms. Net 30; For invoices paid within 15 days of receipt, .5%
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
Government purchase cards are accepted.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.  
Government purchase cards are accepted above micro-purchase threshold.
10. Foreign items (list items by country of origin).
- 11a. Time of delivery. 24 hours
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.  
Overnight delivery is available.
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.  
Urgent requirements are possible. Please contact the contractor with requirements.
12. F.O.B. point(s). Destination
- 13a. Ordering address(es).  
CMP Meeting Services  
3505 Vernon Woods Drive  
Summerfield, NC 27358
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).  
CMP Meeting Services  
3505 Vernon Woods Drive  
Summerfield, NC 27358
15. Warranty provision.
16. Export packing charges, if applicable.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
18. Terms and conditions of rental, maintenance, and repair (if applicable).  
N/A
19. Terms and conditions of installation (if applicable).  
N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  
N/A
- 20a. Terms and conditions for any other services (if applicable)
21. List of service and distribution points (if applicable).  
N/A
22. List of participating dealers (if applicable).  
N/A
23. Preventive maintenance (if applicable).  
N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  
N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/) .
25. Data Universal Number System (DUNS) number.  
135395783
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
Cage Code: 1X6R4

# CMP Meeting Services

## Corporate Capabilities Statement

Please visit our website: [www.cmpmeetings.com](http://www.cmpmeetings.com)

**[FOR A PRINTABLE COPY OF OUR BROCHURE  
DESCRIBING ALL OF OUR SERVICES, PLEASE CLICK HERE](#)**



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## Pricing for SIN 541-1000 - Other Direct Cost

<b>EQUIPMENT</b>	<b>DAILY RATE</b>
12 Channel Mixer	\$125.00
Self-powered speakers	\$75.00
<i>Wireless Lavalier</i>	\$100.00
<i>Wireless Handheld Microphone</i>	\$100.00
<i>Floor Microphones</i>	\$20.00
96' X 96' Screen	\$50.00
10 ft Screen	\$65.00
<i>Centerfold Screens (108x108) used for groups of 150 or more</i>	\$65.00
<i>Trans converter</i>	\$150.00
<i>Video Cassette Recorder (VCR)</i>	\$35.00
<i>Overhead projector</i>	\$40.00
<i>Flip Chart Package</i>	\$25.00
<i>Speakers</i>	\$75.00
<i>Podium microphone</i>	\$20.00
<i>Desktop Overhead</i>	\$40.00
<i>Carousel project with emote</i>	\$50.00
<i>Mini plug adapter –sound for laptop</i>	N/C
<i>Laptop (min 256 megs or ram and Microsoft Suite)</i>	\$100.00
<i>Wireless mouse and sound pad</i>	\$40.00
<i>VGA distribution amplifier</i>	\$50.00
<i>Table top stands for microphones</i>	\$5.00
<i>Podium microphones</i>	\$20.00
<i>Video recording with an operator</i>	\$75.00 equipment plus \$70.57/hr for operator
<i>Wood/Laser pointer</i>	\$35.00
<i>Visualizer</i>	\$200.00
<i>LCD (with appropriate size cart and skirt – hooked to sound system – depending on the class size)</i>	\$350.00
Audience Response System	\$200 per day
Audience Response Participant Input Device (per unit)	\$10.00 per day per unit
DVD	\$50.00

## **Labor Descriptions for SIN 541-1000 - Other Direct Cost**

### **Subject Matter Expert III                      \$175-\$200 per hour**

Description: SME IIIs have a master's degree and may hold doctorate degrees and 10 plus years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting large projects related to the specific subject matter expertise. These senior personnel are recognized experts in their disciplines with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. SME IIIs prepare and deliver presentations to colleagues, subordinates, and Government representatives. SME IIIs produce or review substantive or complex technical documentation reflecting detailed knowledge of technical and/or functional areas as identified in the statement of work.

### **Subject Matter Expert II                      \$150- \$170 per hour**

Description: SME IIs have a master's degree and 6-10 years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting large projects related to the specific subject matter expertise. These senior personnel are recognized experts in their disciplines with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. SME IIs prepare and deliver presentations to colleagues, subordinates, and Government representatives. SME IIs produce or review substantive or complex technical documentation reflecting detailed knowledge of technical and/or functional areas as identified in the statement of work.

### **Subject Matter Expert I                      \$125-\$150 per hour**

Description: SME Is have a master's degree and 4 years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting large projects related to the specific subject matter expertise. These senior personnel are renowned experts in either functional domains or technical disciplines with many years of experience. They all have extensive experience as technical leaders and senior Project Managers. SME Is prepare and deliver presentations to colleagues, subordinates, and Government representatives. SME Is produce or review substantive or complex technical documentation reflecting detailed knowledge of technical and/or functional areas as identified in the statement of work.

### **Training Specialist III                      \$165-200 per hour**

Description: Training Specialist IIs have a bachelor's degree in any field. Note some hold doctorate degree. This position requires a minimum of 8 years experience. Specialized experience includes experience in developing and providing technical and end-user training. This position conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs; develops all instructional materials (course outline, background material, and training aids); and develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). This position trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Offers proven ability to work independently and supervise a training environment.

### **Training Specialist II**

**\$145-\$160 per hour**

Description: Training Specialist IIs have a bachelor s degree in any field. This position requires a minimum of 5 years experience. Specialized experience includes experience in developing and providing technical and end-user training. This position conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs; develops all instructional materials (course outline, background material, and training aids); and develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). This position trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Offers proven ability to work independently and supervise a training environment.

### **Training Specialist I**

**\$120-\$140 per hour**

Description: Training Specialist Is have a bachelor s degree in any field. This position requires a minimum of 4 years experience. Specialized experience includes experience in developing and providing technical and end-user training. This position conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs; develops all instructional materials (course outline, background material, and training aids); and develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). This position trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Offers proven ability to work independently and supervise a training environment.

## ***What CMP Meeting Services Has to Offer ---***

CMP Meeting Services ("CMP") is a small, woman owned, professional meeting planning services company. We offer a unique and extensively experienced team of meeting professionals for assistance with site selection, conference logistics, registration services, and full service meeting planning. CMP is founded on the belief that our growth and success is dependent upon a sustained commitment from every member of our organization to provide the highest quality of service available. We approach each task, both for ourselves and for our clients, with this philosophy in mind. Our purpose is to apply wisdom, insight, skills, and experience to assist our clients in achieving their goals.

### **INNOVATIVE ALTERNATIVE PRICING OPTION**

***In additional to a highly competitive hourly rate, CMP offers the option of providing professional meeting planning services without cost to your agency. We are able to obtain a fee (commissionable rate) from the host property which allows us to provide our services without costs to your agency. CMP has been extremely successful at obtaining per diem rates at a commissionable basis.***

As our commitment to your conference for all meetings of 100 or more peak room nights, CMP will supply a trained professional to oversee your meeting at our costs. This places an experienced industry professional at your disposal to ensure the success of your meeting/conference. This also serves to relieve your workload and allow you to focus on other areas.

## ***Background and Expertise***

CMP Meeting Services offers a unique and extensively experienced team of meeting professionals for assistance with site selection, conference logistics, registration services, and full service meeting planning.

CMP Meeting Services has over 75 years of combined industry experience. Our team coordinates hundreds of meetings per year. With 90% of our business concentrated in government agencies, we have a unique perspective on the needs of government meetings.

CMP Meeting Services' offices are located in Dallas, TX, Chicago, IL, Greensboro, NC, Raleigh, NC, Fort Washington, MD, Ponte Verde Beach, FL and Toronto, Canada. The company has recently opened our Canadian division with an office in Toronto specializing in incentive markets. With substantial buying power and industry contacts, we are able to assist clients with highly competitive rates and high quality locations. Our goal is to make your meetings productive, profitable, and beneficial for your attendees and yourself.

Our team of trained, industry professionals can assist you in receiving the greatest impact at your meetings and the greatest value for your resources.

With our buying power and industry contacts, we are able to assist our clients with highly competitive rates and high quality locations. We have documented savings for our government clients. We recently received an email from the USPS with audited savings of over \$611,786 due entirely to the efforts and services of CMP Meeting Services.

Over the past six years, we have perfected a specialized registration system that offers the optimum opportunity for customization and registration management.

In contracting with CMP Meeting Services, you are gaining the advantage of seasoned, professional meeting planners overseeing every aspect of your meeting functions.

Our team of professionals pride themselves in our involvement in government meetings and government meeting professional organizations. Each of our team members is an active member of the Society of Government Meeting Professionals. Cindy Smith, CMP's President and Eastern Regional Director, has served on the Board of Directors of the SGMP National Capitol Chapter for the past three years and was voted Contract Planner of the Year in 2001 and received the President's Award for Excellence in Service in 2002. Additionally, she was voted "One of the Top Meeting Professionals to Watch" by Convention South Magazine. Our team members have received numerous accolades in our industry for their efforts and successes.

Cindy has recently served on the development team and as industry expert presenting a section of the pilot course of by Society of Government Meeting Professionals for the designation to be offered to government employees of Certified Government Meeting Professional (SGMP).

## ***Services CMP Meeting Services Has to Offer---***

CMP Meeting Services has extensive experience in conference/events planning and trade show/exhibit coordination. We currently provide site selection, meeting planning and management for hundreds of conferences per year with government agencies, associations, and corporations. Our volume of business allows us to put our buying power and network of contacts to work for organizations with whom we work.

We are ever mindful of the bottom line costs of our client's conference and identify cost saving measures that are in the best interest of the organization. We search out and negotiate competitive pricing on the services required. Once contracts are established, we are diligent in the review of services to ensure the quality of those services and the delivery of the contract.

### **Services Include:**

- ◆ Site selection
- ◆ Registration services including on-line registration
- ◆ Logistical planning
- ◆ On-site management
- ◆ Post conference review
- ◆ Speaker coordination
- ◆ Vendor coordination
- ◆ Exhibition Management

Specific qualifications of CMP Meeting Services regarding conference planning and trade show management:

- ◆ CMP Meeting Services coordinates and manages hundreds of events per year ranging in sizes from ten to thousands of attendees.
- ◆ 90% of our business is government agency business.
- ◆ CMP Meeting Services has researched, previewed, and recommended speakers for high level conferences for numerous government agencies and associations.
- ◆ CMP Meeting Services has been extremely successful in obtaining highly competitive rates for conference facilities, audio-visual, food and beverage, and support services for our clients.
- ◆ CMP Meeting Services has documented saving of over \$611,000 for a government client. We take our responsibility personally to ensure the best dollar value for the Federal government.
- ◆ As our firm has 75 years of industry knowledge, we are able to offer extensive personal knowledge on properties under consideration. Additionally, this resource of industry experiences enables us to provide the most efficient and effective on-site management for our client's conference.

- ◆ CMP Meeting Services can provide cost comparisons on food and beverage requirements and audio-visual requirements.
- ◆ It is our policy to bid technical requirements with companies outside the host hotel to ensure the agency is receiving the best possible price on audio-visual needs.
- ◆ CMP Meeting Services has successfully coordinated and managed exhibitions featuring hundreds of exhibitors with several thousand conference attendees visiting the exhibit floor.
- ◆ We offer proven negotiation skills for contracting of required equipment including pipe and drape, trade show floor carpeting, decorating services, security, and technical needs for a highly successful trade show.
- ◆ CMP Meeting Services offers its substantial marketing skills in the solicitation of trade show vendors, advertisers, and conference sponsors.
- ◆ CMP Meeting Services has established checklist and vendor information formats for the coordination of trade show exhibitor (third party participant) requirements and the communication of vital information to exhibitors including trade show rules, shipping instructions, trade show guidelines, times for set-up and strike, preview and show hours, anticipated peak hours of traffic, and profile of trade show attendees. All this information is vital for the solicitation and retaining of committed exhibitors at trade shows.

## ***Registration Services***

CMP Meeting Services has developed a specialized registration system, which allows for tracking and management of all conference registration needs. This database can be customized to service your specific requirements. Additionally, we offer on-line registrations via a secured server. This service is available with a link from your web page directly to our registration page. Registration services include pre-conference services including all inquiries, correspondence such as confirmation letters, receipts of payment, cancellation letters, notices of substitution, and maintenance of database with conference registrants, panelists, and keynote speakers.

Our organization has successfully managed registration services for groups of 25 to several thousand. Our services include a registration telephone line, and fax line for the purpose of receiving conference registrations and inquiries. An 800 number can be dedicated to the organization for the cost of the incoming phone calls.

We receive registrations via fax, phone, mail, and electronically. At designated intervals, typically every two to three days, we process and mail confirmation letters which can be printed on your organization's stationery. Payments may be processed via check, purchase order and credits. CMP Meeting Services offers full credit card merchant services both on-line and manually.

Specific qualifications of CMP Meeting Services regarding registration services:

- ◆ CMP Meeting Services coordinates registration services on an on-going basis for eight organizations. These organizations range in size from small local events to those for thousands of attendees.
- ◆ CMP Meeting Services has spent substantial time and resources in the perfecting of our registration system. We are able to fully customize our system to accommodate your needs including special events, assignment of attendees to sessions, special needs, hotel reservations, and reporting information.
- ◆ We have established extensive guidelines for the safe guard of your registration funds.
- ◆ We offer proven experience in registration material development.
- ◆ CMP Meeting Services offers full-computerized registration on-line and on-site.



# About Our Team

## PERSONNEL QUALIFICATIONS:

### ***Cindy L. Smith, CMP, CGC, CGMP, President and Eastern Regional Director***

Cindy Smith is a Certified Meeting Professional as well as a Certified Government Contractor and Certified Government Meeting Planner with fifteen years experience in the areas of conference/special events management, marketing, administration, accounting, and law.

She offers excellent organizational and communication skills. She is experienced in working with all levels of organizational structures from government managers and executives to corporate executives/college administrators/board directors and support staff. Her proficiency in the areas of client relations, conference management, budgeting/accounting, public relations and staff management has been widely recognized by her industry and clients.

During her years in the industry, she has managed conference planning, registration procedures, and special event planning for groups of five to thousands of participants. Her client contacts include United States Postal Service Office of the Postmaster General, USDA Leadership Academy, USDA Farm Loan, FAA Administrators Safety Forum, FAA AFS New Technologies Workshop, FAA Aerospace Transportation conference, Society of Financial Examiners, Prevent Child Abuse, International Hunter Education, International Fish and Wildlife Agencies, NC Center for Nonprofits, Southeast Area Fish and Wildlife Agencies, and National Association for Computer Related Business.

Her background includes service as President and Eastern Regional Director to CMP Meeting Services for the past six years, Director of Conferences & Special Events for a university, and Assistant to the Comptroller for a major corporation. She began her professional career as a paralegal. With her varied experience and success in the meeting planning arena, she offers tremendous capabilities to her clients and conferences on which she participates.

Cindy was named "One of the Top 100 Meeting Professionals to Watch" by Convention South Magazine. She has served as a Director on the Board of Directors for the Society of Government Meeting Professionals National Capital Chapter. Her responsibilities included Membership Chairperson for the organization's largest chapter of 800, which is located in Washington, DC.

She was named "Contract Planner of the Year" for the Society of Government Meeting Professionals National Capital Chapter in 2001 and 2003 and received the President's Award for Excellence in 2002. Cindy has presented at numerous national conferences in the meeting planning industry. Cindy also serves as a member of the San Diego Convention and Visitors Bureau Advisory Board.

Cindy participated as program developer and instructor for the pilot session offered by Society of Government Meeting Professionals for an industry certification for government meeting planners. Cindy has been involved in the structure of the program, content of the course materials, and served as an instructor during the four day sessions in May of 2005. This program offers the designation as a "Certified Government Meeting Professional" to the successful participants and is the highest such designation in the Government meeting planning industry.

Additional professional recognition includes:

Meeting Professionals International Carolinas Chapter (MPI) – "Meeting Planner of the Year"  
Society of Government Meeting Planners NATCAP- "Exemplary Service Award"

### ***David Bruce, Managing Director***

David Bruce has over 32 years in the hospitality industry including 14 years in hotel operations and sales. This background gives a unique understanding of the hospitality industry trends and allows our clients the finest representation possible.

David's unique understanding in the marketplace offers our potential clients the ability to have on their staff someone who can make sure that each and every detail is completed to the best of the hotels abilities. His "Every Option, Every Meeting, Every Time" philosophy is well known and respected throughout the industry.

His background includes the following positions and locations: Westward Look Resort, Tucson, AZ (Gold Room and chef training), Marriott Hotel Tucson, Tucson, AZ (Front Office Supervisor, Night Auditor), Marriott's Camelback Inn, Scottsdale, AZ (Front Office Supervisor, Front Office Manager), Granada Royale Homotels (now known as Embassy Suites), TX, (Regional Pre-opening Manager), Los Abragados Resort, Sedona, AZ (Managing Director), Doubletree Hotels, Tucson, AZ (National Sales Manager and developer of the Doubletree Cookie Program widely known throughout the US).

David has developed programs for such organizations as: Ciba-Corning, MCI, Microsoft, Burr Brown, Arizona Parks and Recreation Association, The United States Postal Service, and many others. David has put on over 30 meetings throughout the Tucson Metropolitan area. The locations of those meetings and some of the clients include: The Sheraton El Conquistador Resort (USPS, Office of the Postmaster General, Ciba-Corning), Westin La Paloma Resort (USPS Western Area Sales Team, Arizona Parks and Recreation Association, and MCI), Loews Ventana Canyon Resort (Burr Brown (Texas Instruments)), Omni Tucson National Resort (USPS Sail Team (Top 40 Postal Leaders Conference)), other properties include: Doubletree at Reid Park, Doubletree Suites, Ventana Country Club Resort and the Holiday Inn Downtown (now known as Precidio Plaza Hotel). David also works very closely with the Metropolitan Tucson Convention and Visitors Bureau.

One of David's most prestigious events ever held was the latest National Election for President. Arizona was fortunate to be chosen to hold the first binding on-line election ever held in the country. This was held for the Democratic primary for President. CMP was responsible for the development of over 80 locations throughout the state of Arizona for the purpose of monitoring election results, sending them over the Internet to our command post in Phoenix where the votes were tallied and then certified by the State elections board. This event proved to both the Arizona Elections Board and the Democratic Party in Arizona that elections can be held by your home computer and will in the future change the way we vote in the United States. We had a team of 40 computers/people answering questions and referring people to where and how they could vote.

### ***Adrian Morris, National Sales Director, Chicago***

Adrian is the National Sales Director of CMP Meeting Services' Chicago Office. Adrian is wholly committed to customer service and works tirelessly toward fulfilling the needs of his clients. He comes to CMP with many years of sales and customer service experience in the meetings and travel industries. His background includes individual sales and managing and training customer service call centers for a large time share corporation.

Most recently, Adrian was involved in business development for the group sales division of the world's largest hotel chain as a Global Sales Representative. He is proud to share in CMP's vast network of contacts and experience to best serve his clients needs.

### ***Shelly Cromatie, National Sales Manager and Senior Program Manager, Southeast***

Shelly has produced large scale meetings in the non-profit sector for more than ten years. She has extensive experience in the management and execution of meetings with very tight budget constraints. Her experience with the non-profit sector has required creative, innovation, and the ability to do more with less.

Shelly offers demonstrated success in the development of programs, execution of large scale meetings with numerous breakouts and speakers, negotiation and contracting of entertainment, and volunteer coordination.

In addition to the non-profit sector, Shelly's clientele includes association and corporate groups. She has provided economical option for venues for her client while keeping a watchful eye on their bottom line.

Shelly processes a keen sense of assessing her client's needs, attention to detail, matching the correct property to those needs, and follow up for a highly successful event. She consistently reflects the belief of CMP Meeting Services that "we must guard our client's reputations and assets as if it were our own."

### ***Bob Schuster, National Sales Director and Director of Convention Services***

Bob is a seasoned meeting professional with over 33 years in the hospitality and meeting planning. His vast background includes hotel management and operations for Hilton and CORA. Bob has planned nationally recognized events which required the utmost attention to detail. His specialty is trade show management and speaker coordination. Bob applies a professional, personal touch in communicating with and meeting the needs of speakers. Bob has served in virtually every capability within a hotel structure.

Having worked his way up the ranks in Hilton, he served as Director of Sales and in General Manager capacities. This wealth of knowledge and experience has culminated into his current position with CMP Meeting Services. Bob has worked with CMP for the past 18 years. Bob's first hand knowledge of the operations of hotels is invaluable to our clients. His hands on approach to each and every event ensure the highest level of customer satisfaction.

### ***Renée Spivey, Senior Meeting Coordinator***

Renée has been a conference planner, presentation specialist, project manager, administrative specialist and technical writer for more than two decades. Her organizational skills and writing ability have been instrumental in securing contracts and sub-contracts with private and government entities for work including: logistical support for conferences and meetings; project management; exhibit supervision and presentation; editing manuscripts and manuals, design and production of printed materials related to training manuals and annual reports; internet research; remote office management, and assistance with proposal and bid preparation. She has provided meeting minute services for private, civic, and government clients.

Renée has provided conference planning and administrative support services to Federal Aviation Administration on several projects including Office of the Administrator for Commercial Space Transportation's Annual Conference; The Administrator's Annual International Aviation Safety Forum, The Flight Standards Office's New Technologies Workshop. She has served as a virtual office manager for a major consulting service in the Washington DC area.

In 1999 Renée retired after 25 years of service in the federal government arena. Twenty-four of those years she worked for the Clerk of Court for the United States District Court for the Eastern District of Virginia (USDC-EDVA). During her last decade with USDC-EDVA she served as executive administrator for the Honorable T. S. Ellis, III who is a United States District Judge sitting in Alexandria, Virginia. As executive administrator she was responsible for the day-to-day operation and management of Judge Ellis' chambers including; maintaining confidential files and court proceedings; maintaining Judge Ellis' Court calendar and his speaking engagements; arranging travel; and screening applicants for positions as law clerk. Renée has been recognized for her organizational excellence, her writing ability, her attention to detail, and for her IT skills.

Renée strives to remain current and has stayed close to the cutting edge with changing technology and software advancements. She is proficient in design, production, data management and collaborative software applications including The Microsoft Products and to some extent the Groove Network (new to the Microsoft Office Suite).

Renée is currently enrolled in the renowned Event Management Certificate Program presented by the International Institute of Tourism Studies at The George Washington University School of Business with completion expected fall 2007.

She held a Top Secret, SCI Clearance assigned by the Department of Justice during her career with the United States District Court (last updated in 1997).

### ***Deborah Wilborn, Registration Center Manager***

Deborah has over twelve years experience in professional administrative support functions. She has served as Registration Center Manager for CMP Meeting Services for the past six years. In this capacity, she works closely with the website development team on the design, layout, and function of the on-line registration services.

She is responsible for database management for information received from the on-line registration as well as those which are mailed or faxed to the processing center. In her daily operations, she develops reports for the database which meet the specific needs of clients, fields questions from participants, provides confirmation either email and/or written, assembles and distributes any pre-course materials, provides participants listing and assembles on-site materials. She is also skilled in the development and reporting of evaluation forms and results.

Deborah's background includes serving as a Sales Team Administrator for a large Security Firm specializing in commercial alarm systems. This position required the management of a sales team consisting of 10-15 members.

Deborah prepared and oversaw contract negotiations, contracts, delivery schedule and installation schedules.

Her skill set offers excellent opportunity for project management, database development and implementation, on-site management and post conference review.

### ***Jeffrey Lee, Technical Director***

Jeffery is a seasoned audiovisual professional with over fifteen years experience in providing highly technical audiovisual services to a wide variety of clientele.

In this capacity, he holds responsibility for daily operations and personnel management, audiovisual coordination and fiscal operation. Jeff works closely with clients in determining how best to meet their needs and offers solutions for challenges his client's may face.

His background includes serving in positions ranging from Assistant Audiovisual Service Manager to Director of audiovisual services in a hotel facility with an annual operation budget of \$200,000. This wide range of experience enables Jeff to provide practical, economical options to his clients for their audiovisual needs.

Jeff has managed audiovisual requirements for clients from the Baltimore City School System, to CMSO, and the likes of Congressman Elijah Cummings. This variety in the types of clients demonstrates Jeff's expertise, level of experience, and his ability to work with a diverse clientele.

### ***Paula Dederling, Graphic Designer***

Paula enjoyed tremendous success with both government and corporate/association industries with regards to graphic design, collateral material development, production of conference materials and logo development. Paula's expertise includes not only graphic design and editing but also the experience of having owned and operated a print company.

CMP Meeting Services is pleased to offer the expertise and experience of Paula Dederling. Paula has over 15 years in the areas of graphic design, printing, publication, and newsletter development. Paula Dederling has successfully collaborated on the development, design and production of a newsletter for a national government organization with over 900 members. Her publications have won the highest honors in their industry over the past several years.

### ***David Ross, Programmer and Technical Director***

David has been working in diverse IT and related fields since 1993, including website design and development, database management, project management, team leadership, application development, interactive CD-ROM applications, end-user training, customer and technical support. David has held positions in the Internet and Marketing, Insurance, Computer Retail, Computer Support, Voice-Response, and Trucking industries. David developed interactive CD-ROM applications for Spin Communication, sold and installed computers and networking equipment for Prism Computer Services, LLC, developed voice-response applications for Jefferson Pilot Financial and Integon Insurance, and managed a voice-response application development team at Syntellect, Inc. in Phoenix, AZ.

His specialty is customized websites addressing registration needs and related areas for small business and government agencies.

### ***Additional team members***

In addition to our team outlined, we have a network of highly skilled contractors who assist us through the United States with the serving of our clients.

## ***Sampling of Past Performance and Range of Experience for CMP Meeting Services***

Comptroller of the Currency	Provide registration services for Bank Directors Workshop held throughout the United States including registration of participants, pre-course materials, conference materials and post conference reporting Conference size 50-60 per session; 18-20 sessions per year
Center for Disease Control	Providing conference support to the Unintended and Teen Pregnancy Prevention Research Conference in Atlanta, GA on May 7-8, 2006. This is a presentation of scientific findings and facilitation of findings to programs. Conference 60-80. Duration 2 days
United States Postal Service	Annual National Executive Conference. Strategic vision and planning meeting for top postal executives. Hosted by USPS Postmaster General Conference size: 1,400-1600. Duration 4 days.
Microstrategy Corporation	Annual meeting for company. Strategic vision and sales meeting. Provided site selection, registration services and logistical support Conference Size 4500. duration 3 days
FAA Annual International Safety Forum	Annual international forum hosted by the FAA Administrator for top level FAA personnel and CEOs, Presidents of major aviation industry corporations. Focuses on safety issues, challenges, and potential solutions within the aviation field. Conference 400-500. Duration 2 days
FAA AFS New Technologies Workshop	Annual workshop hosted by FAA for the Aviation industry to discuss and explore new technologies in the aviation field. Attended by top level aviation professionals and FAA Executives. Conference size: 1,000-1,200. Duration 2 Days
FAA AST (Space Transportation)	Annual training conference: training for 300 space and space technology government and private sector professionals: Conference size 300. Duration 2 days.
FAA –JAA	Annual Harmonization conference between Federal Aviation Administration And Joint Aviation Authority: Annual conference for the discussion and policy making of regulations for uniform air traffic control issues. Delegates from US, Europe, Canada, and Asia. Conference size: 300. Duration: 5 days.



HHS – Centers for Medicare and Medicaid	Medicare and Medicaid Training Sessions November 2003 through present. CMP Meeting Services has provided support and audio visual services to training sessions for CMS for the past 2 years in over 67 locations nationally.
Bell Helicopter – Military Technical	Local and international meetings. Manage all training seminars both domestically and internationally for groups of 20- 200 attendees. Approximately 10-15 seminars per year.
USDA Leadership Academy	Government agency which offers management training for government employees. CMP provides site selection, logistics planning and on-site management. Conference size: 400 persons. Duration: 5 days
USDA Farm Loan	Government agency offering management training. CMP provides site selection, logistical support and on-site management. Conference size: 100-400 Duration 5 days
United States Postal Service - Diversity	Government agency. Annual Meeting for Diversity Awards United States Diversity. CMP provides site selection, logistic planning, assistance, on-site management and post conference review. Conference size 350, Duration 4 days.
United States Postal Service	Government agency hosting some 150-200 meetings per year. CMP manages all site selection, logistical support, and on-site management in cooperation with the Regional and Headquarter staff and the Procurement office.
Arizona Parks & Recreation Association	State Association. Annual Meeting for Parks and Recreation employees. and vendors throughout the state of AZ. CMP provides site selection, logistical planning assistance, registration services and on-site management. Conference size 350-450. Duration 5 days.
Society of Financial Examiners	Association of Bank and Insurance Examiners which meets once a year. CMP provides complete meeting planning services Conference size: 600. Conference duration: 4 days.
Prevent Child Abuse, NC	Agency which provides training for Social Workers, Domestic Violence Advocates. CMP performs complete meeting planning and registration services. Conference size: 800-1,000. Conference duration 3 days
Seventh Day Adventists	International and domestic conferences and training workshops for thousands of attendees. Approximately 25-30 sessions per year.

American Society of Civil Engineers	Provides continuing education throughout the country for Civil Engineers. 30 meetings a year
US ARMY-National Guard	CMP assist in the placement of service men and woman around the North America and the Caribbean to complete missions throughout the year. Each mission has between 45 and 300 rooms per night from 3 weeks to 6 months.
NC Center for Nonprofits	Association of nonprofit organizations across the state of NC. Annual conference for networking, funding and educational purposes. Conference size; 1,000-1,200. Duration 2 days



## ***References CMP Meeting Services***

We encourage you to contact our clients. We are quite proud of the level of service we provide.  
Our clients enjoy this level of service as is reflected by our Dunn & Bradstreet ratings.

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### **CMP Meeting Services**

Meetings, Incentives, Conferences and Special Events  
Dallas • Greensboro • Chicago • Raleigh • Tucson • Jacksonville • Washington DC • Toronto